

**2022 ORGANIC SYSTEM PLAN (OSP) FOR CROP - HAY/PASTURE PRODUCTION**

**Instructions**

- Complete this OSP if you are requesting organic hay/pasture certification
- Complete OSPs are required prior to inspection of each requested scope
- Pasture must be managed as a crop in full compliance with NOP §205.240
- OSPs submitted and received late may result in a Notice of Noncompliance

**For office use only:**

OSP Received On: \_\_\_\_\_ Entered Into Database On: \_\_\_\_\_ By (Initials): \_\_\_\_\_ Initial Cert. Date: \_\_\_\_\_

Assigned To: Reviewer (Last name): \_\_\_\_\_ Primary Review Completed On: \_\_\_\_\_

Inspector (Last name) \_\_\_\_\_ Inspector's Review Completed On: \_\_\_\_\_

Inspection Completed On: \_\_\_\_\_ Director Reviewed On: \_\_\_\_\_ Initials: \_\_\_\_\_

Request Form # \_\_\_\_\_ Documents Received On: \_\_\_\_\_ Initials: \_\_\_\_\_ ☐ NA

Database Updated On: \_\_\_\_\_ Initials: \_\_\_\_\_ Certificate Mailed On: \_\_\_\_\_ Initials: \_\_\_\_\_

Date payment rec'd: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

**SECTION 1: General Information §205.201, §205.401**

Farm Name:		Year first certified:	NHDAMF Cert #:
Owner/ Manager Name:		Name of Authorized Person who will be at the inspection:	
Mailing Address:			
Physical Address: <input type="checkbox"/> Same as mailing			
Best phone number:	Email:	Website:	
<b>Organizational structure/legal status:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> LLC <input type="checkbox"/> Corporation; list state of incorporation & name _____ <input type="checkbox"/> Other-specify _____			

Check those crops you grow and harvest for which you are seeking organic certification:

☐ Hay   ☐ Pasture   ☐ Forages, type \_\_\_\_\_   ☐ Grains, type \_\_\_\_\_

Request that inspection be performed on the same day as livestock inspection: ☐ Yes   ☐ No   If No, when? \_\_\_\_\_

Inspectors Change: Please provide **detailed** directions to your farm/production site from Concord, NH

## SECTION 2: AFFIRMATION

Please read the following and sign below.

- ❖ I have a copy of the NHDAMF organic regulations and the USDA National Organic Program (NOP) regulations, with which I have read, understand and agree to follow for organic certification.
- ❖ This Organic System Plan has been completed to the best of my ability, with accurate and forthcoming information.
- ❖ I understand that acceptance of this Organic System Plan in no way implies granting of certification by NHDAMF.
- ❖ I will immediately notify NHDAMF of any change in my certified operation or portion of it that may affect its compliance with NHDAMF organic Rules and the USDA National Organic Program (NOP) Regulations
- ❖ I understand that the operation may be subject to unannounced inspections and/or sampling for residues at any time.
- ❖ I agree to submit applicable fees charged according to the fee schedule by NHDAMF.

My signature confirms that I have read, understand, and agree to the aforementioned statements



\_\_\_\_\_  
Signature of Applicant/Authorized Representative

\_\_\_\_\_  
Date

## SECTION 3: ORGANIC CERTIFICATION HISTORY §205.662

List the name(s) of any certifying agent(s) other than NHDAMF to which an application has been previously made, and date(s) of application:

\_\_\_\_\_

Outcome of submission(s): \_\_\_\_\_

If you have received any notices of non-compliance or denial of certification, please attach these with a description of actions taken to correct non-compliance(s), including evidence of correction.

☐ Attached ☐ NA

## NON-COMPLIANCES

Did you receive a Conditions of Continued Certification (CCC) letter from NHDAMF last year? ☐ Yes ☐ No

Did you receive a Notice of Non-compliance (NNC) from NHDAMF last year? ☐ Yes ☐ No

If yes, please describe CCC and/or NNC corrective actions implemented:

**Note: Corrective actions along with any supporting documentation will be reviewed during inspection.**

#### Section 4: Crop Production Overview §205.200 - §205.206

Check the box that describes your operation's production system: ☐ All organic ☐ Organic and non-organic production

Do you own all of the land for which you are requesting certification? ☐ Yes ☐ No

If No, you must submit a NHDAMF Landowner Statement for each leased/rented/used land area. ☐ Attached ☐ On file at NHDAMF

Are your landowner statement(s) up to date? ☐ Yes ☐ No

Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as "organic", must be in accordance with **NOP Rule §205.202**

**Land Information Table:** State the first year that each field was used. If the size is less than ¼ acre, indicate in square footage

Field Location (Address)	Field #, ID or Name	Map #	Size= Acres or sq ft	Hay or Pasture	1 <sup>st</sup> Year	Organic	Transitional	Conventional	(X) Owned	(X) Leased	Owner's Name & Address

#### Landowner Information Maps:

Field maps are to be submitted for each parcel that is being certified under this OSP and are required to indicate the following:

1. Map numbers and identification of the parcel(s), location, size/acreage, year
2. "North" designation
3. For Pasture maps, the location of fences, areas of shade and drinking water location(s)/source(s)
4. Locations and dimensions of necessary buffer zones

Are all maps attached to this OSP? (required for first time certification)

☐ Yes ☐ No

Are all maps on file with NHDAMF up to date? (applicable for renewal certifications)

☐ Yes ☐ No

If No, are updated maps attached to this OSP?

☐ Yes ☐ No

Are there any fields/pastures transitioning to organic?

☐ Yes ☐ No

If Yes, field IDs and begin dates: \_\_\_\_\_

**NHDAMF Materials Use Table****§205.103, §205.203, 205.238, 205.600-606**

**Producers are responsible for using only products that meet NOP standards. During your inspection be prepared to review: product labels, ingredient lists, invoices and other relevant documentation.**

The National List of Allowed and Prohibited Substances is an important part of the organic standards and impacts your options for material inputs. In addition, the allowed use of materials may be established by an EPA "For Organic Production" label, by the brand name listed on the Organic Materials Review Institute (OMRI), Washington State Department of Agriculture (WSDA) List, Pennsylvania Certified Organic (PCO) List or a list maintained or recognized by DAMF. If the materials do not appear on one of these lists, you must obtain approval from DAMF by submitting a label or other documentation from the manufacturer that discloses all ingredients. Active and inactive ingredients in a material used must be disclosed and approved per the National Organic Standards. Failure to verify organic compliance and/or use of an unapproved material may jeopardize organic certification and may result in a compliance action.

1. List all materials (inputs) you use or plan to use: soil amendments--fertilizers, minerals, micronutrients, compost, manure, growing media; inoculants and seed treatments; pest / disease / weed management substances and adjuvants; crop production aids, or any other materials applied to soil, crops, water, or stored products; as well as cleaners and sanitizers. Using products or inputs that are not listed on your materials list puts your certification at risk.

Material Brand Name	Source/Manufacturer	Purpose/Reason for Use/Applied To	Indicate Verification of Use: National List, OMRI, WSDA, PCO or NHDAMF	Note any Restrictions or Annotations	*DAMF Review

2. Do you carry a current NHDAMF PESTICIDE APPLICATORS LICENSE or GENERAL USE PERMIT? ☐ Yes ☐ No

If yes, provide your Pesticide License/Permit #: \_\_\_\_\_

**\*If additional space is required, please print additional sheets.**

For DAMF Use Only	Initial Reviewer	Inspector
All materials reviewed?		
Is the table complete?		
Verified and accurate?		
Observations/comments		

## SECTION 6: Soil Fertility and Crop Nutrient Management Practice Standard §205.203

1. Check the practices you use to monitor soil fertility in your fields and pastures:

- ☐ Soil Testing   ☐ Observation of plant health   ☐ Plant tissue testing   ☐ Crop quality   ☐ Soil observation  
☐ Crop yields   ☐ Other (please specify) \_\_\_\_\_

a) Describe the practices you use to manage soil fertility:

b) Describe your practices to manage soil pH, erosion and compaction:

c) Describe how often you implement these practices and explain how you know they're effective:

2. Was your soil tested in the last year?   ☐ Yes   ☐ No

If yes, soil test will be reviewed during inspection. Please describe any deficiencies indicated on your soil test:

3. Describe adjacent land use of each parcel and the reason for any established buffer zones:

### 4. Applied Materials Table:

Material Applied	Source of Material	Field ID(s)	Application Rate/Acre & Date

## SECTION 7: Seed Practice Standards §205.204

1. Seeds, Treatments and Inoculants used in seeding hay fields, forages, grain or pastures:

- ☐ Not Applicable; no seeds planned for use  
☐ Certified organic seed, purchased      ☐ Non-organic, untreated seed, purchased      ☐ Pelletized  
☐ Inoculant    ☐ Coating    ☐ Fungicide    ☐ Insecticide    ☐ Other; specify \_\_\_\_\_

2. If non-organic seed is used, is documentation available to verify that;

- a) It is not a "genetically engineered" variety      ☐ Yes    ☐ No  
 b) An organic equivalent variety is not available      ☐ Yes    ☐ No  
 c) It is untreated or treated with an allowed substance      ☐ Yes    ☐ No

a) **Seed Verification Table:** Insert "ORG" for organic, "CON" for conventional

Company	Type	Variety	Treatment or "NA"	Organic Status

b) Describe your attempts to source organic seeds, how you verify that your seeds are not genetically modified (GMO), and explain how you assure that any pelletized or treated seed is compliant with the NOP.

## SECTION 8: Weed, Pest and Disease Management §205.206

Describe your management practices to prevent crop pest, weeds and disease. Explain how you know your management practices are effective:

## SECTION 9: Commingling and Contact with Prohibited Substances Prevention §205.272

- Confirm records, such as cleaning logs, verifying that steps have been taken to prevent contamination of an organic crop will be available during your inspection\_\_\_\_\_

Do you have contracted work done on your organic fields or pastures such as; planting, material application, harvesting and/or transportation, where off-farm equipment will be used or you loan/rent-out your equipment? ☐ Yes ☐ No

Do you operate your own equipment on property that is not certified organic? ☐ Yes ☐ No

**If you answered yes to the above questions in this section, complete the farm equipment table below.**

**Farm Equipment Table:** List equipment that is only used on non-certified land prior to use on certified parcels.

Equipment	Cleaning Log Kept Y/N

For equipment used on organic and conventional crops and for equipment used for custom work, explain the cleaning steps that are in place and how you verify that the equipment was cleaned prior to use on your organic parcels:

**SECTION 10: Hay Production: Harvest, Transport and Storage**☐ **NA, pasture only/skip section**

- Records regarding the harvest of organic crops produced on your farm must be kept, regardless of the responsible party
- If any hay is stored off farm, the secondary storage site must be visited at the time of the inspection

1. Who is responsible for harvesting organic crops? ☐ Self ☐ Custom contractor ☐ Other \_\_\_\_\_

a) Do you produce round or square bales? ☐ Round; average weight of bales= \_\_\_\_\_

☐ Square; average weight of bales= \_\_\_\_\_

b) Do you produce silage? ☐ Yes, amount \_\_\_\_\_ ☐ No

c) Do you produce baleage? ☐ Yes, amount \_\_\_\_\_ ☐ No

2. Who is responsible for transporting organic crops to a storage facility or off your farm?

☐ Self ☐ Custom contractor ☐ Other \_\_\_\_\_

a) Describe how organic crops are transported off your farm and/or storage facility ☐ NA

b) Confirm harvest records showing the number of round/square bales per field, harvest dates will be provided at inspection \_\_\_\_\_

c) If hay is sold, confirm sales records will be provided during the inspection for an audit trace back \_\_\_\_\_

3. Provide details of your storage areas by completing the following table:

Confirm records showing quantity/date-in, quantity/date-out and remaining inventory balance will be provided at inspection \_\_\_\_\_

Crop	Onsite Location and Off-Site Address	Type of storage facility and Capacity		Organic Only: "Org" Organic & Conventional: "Both"

a) Describe how you ensure organic crops are not commingled with non-organic crops during storage: ☐ NA

b) Describe pest problems and management practices used in your storage facility: ☐ NA

c) Do you store any prohibited materials on the farm? ☐ Yes ☐ No

If Yes, what are the materials, how are they stored and how is contamination of the organic product prevented?

d) Source of bale twine and/or wrap used at harvesting: \_\_\_\_\_



**PRODUCTION HISTORY:** Enter the amount of hay produced over the past three years:

Year	Total Acreage	Amount of Hay Harvested	If a Significant Change From Year to Year, Why?

**SECTION 11: Pasture Practices §205.240**

**\*\*If pasture is not being certified, please skip to Question 6**

☐ NA

1. What cultural and management practices do you use to ensure pasture of sufficient quality and quantity is available for all animals being certified?

2. What type of grazing methods do you use in your pasture system?

3. Describe your management practices to control erosion:

4. What types of systems, such as; riparian buffers, plantings, preserving native species, wildlife habitat, do you use on your land to maintain or improve biodiversity on your farm:

5. Check the source(s) of water on your farm:

☐ NA

☐ On-site well(s) ☐ River/Creek/Pond ☐ Municipal/County ☐ Spring ☐ Other; specify \_\_\_\_\_

a) Is water used for irrigation purposes?

☐ Yes ☐ No

Type of irrigation? \_\_\_\_\_

b) Is water used as a source of drinking water for livestock?

☐ Yes ☐ No ☐ NA

c) If livestock drinking water is sourced from a river/creek/pond, explain animal access to the water and how potential contamination of the water is prevented:

## **SECTION 12: Treated Lumber §205.206(f)**

1. Is treated lumber used anywhere on your farm?

☐ Yes ☐ No

a) If treated lumber is used, explain where it is located and how contact between the treated wood and soil, crops and livestock is avoided:

### SECTION 13: Prevention of Commingling & Contamination of Organic Production §205.272(a)

- The handler of an organic handling operation must implement measures necessary to prevent the commingling of organic and nonorganic products and protect organic products from contact with prohibited substances

1. Do you have both organic and conventional hayfields and/or pastures on your farm? ☐ Yes ☐ No

a) If Yes, describe in detail, the management practices and physical barriers implemented throughout production/storage to minimize risks and prevent contact/commingling between organic and non-organic product, and prevent contamination of organic product with substances prohibited in organic production and handling.

### SECTION 14: Recordkeeping §205.103

- Be maintained for 5 years beyond their creation
- Be sufficient to be able to trace back to the field/location where the product was grown and/or harvested

The following records must be maintained and will be reviewed at inspection. Check those that apply:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Organic seed purchases | <input type="checkbox"/> Attempts to source organic seed                 | <input type="checkbox"/> Equipment cleaning record |
| <input type="checkbox"/> Harvest records        | <input type="checkbox"/> Amendments/inputs                               | <input type="checkbox"/> Storage records           |
| <input type="checkbox"/> Sales records          | <input type="checkbox"/> Shipping records (scale ticket, bill of lading) |  |

If a split/transitioning operation, the following records must be maintained for conventional production. ☐ NA

Check those that apply:

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> Field maps    | <input type="checkbox"/> Seed records    | <input type="checkbox"/> Harvest records | <input type="checkbox"/> Shipping records | <input type="checkbox"/> Field history sheets |
| <input type="checkbox"/> Input records | <input type="checkbox"/> Storage records | <input type="checkbox"/> Sales records   |   |   |

### SECTION 15: Marketing Information

1. Do you sell organic hay, forages or grains? ☐ Yes ☐ No, production is for on-farm use only

2. Do you buy in any organic hay, forages or grains? ☐ Yes ☐ No

a) Is the source certified organic? ☐ Yes ☐ No

b) Name of source and certifying agent; \_\_\_\_\_

c) Do you have a copy of their organic certificate? ☐ Yes ☐ No

d) Most recent invoice number and date; \_\_\_\_\_

3. Do you sell conventional hay, forages or grains? ☐ Yes ☐ No

## SECTION 16: International Import and Export Activity

This section must be completed

For more information please visit <https://www.ams.usda.gov/services/organic-certification/international-trade>

If this section does not apply, please initial here: \_\_\_\_\_

### I. Import

1. From which countries do you or do plan to import any ingredients to be used in your product (s):

☐ Canada ☐ European Union ☐ Japan ☐ Republic of Korea ☐ Taiwan ☐ Switzerland

☐ Other(s): \_\_\_\_\_

Attach a copy of your procedures (SOP) to verify that imported organic products comply with the USDA organic regulations. Attached \_\_\_\_\_

List each product or substance intended to be imported, the source, and indicate the frequency of import:

\_\_\_\_\_

### II. Export

To which countries do you export or plan to export any products:

☐ Canada ☐ European Union ☐ Japan ☐ Republic of Korea ☐ Taiwan ☐ Switzerland

☐ Other(s): \_\_\_\_\_

Attach a copy of your process (SOP) to verify compliance with the terms of the arrangement with each applicable country to include, but not limited to, the required documentation with every shipment and product labels.

Attached \_\_\_\_\_

List all products intended for export, the country, and frequency of export: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section 17: Attachments

Confirm you have attached the following documents:

- ☐ Field Maps
- ☐ Landowner Statement, if applicable
- ☐ Materials Use List

<b>Payment: NOP \$205.400</b>		
Total acres of production to be certified =	<b>(*) = Inspection Fee:</b>	\$
	<b>Certification Fee:</b>	<b>\$100.00</b>
	<b>TOTAL Fees Submitted:</b>	\$

**(\*)** Refers to Table 911-1 Inspection Fees below:

Production Type	Fee	Fee	Fee	Fee	Fee	Fee
	\$50	\$100	\$200	\$300	\$400	\$500
Agronomic crops, including hay & pasture; production # acres	50 or less	>50-100	>100-200	>200-300	>300-400	>400

**Make check payable to: “TREASURER, STATE OF NH” and mail completed organic system plan, attachments and payment to:**

**NH Department of Agriculture, Markets & Food**  
**Division of Regulatory Services**  
**PO Box 2042**  
**Concord, NH 03302-2042**

**If you have any questions, please call Regulatory Services at (603) 271-3685.**